FLIGHT TEST CONTROL ROOM PERSONNEL TRAINING AND EVALUATION

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

This instruction specifies the minimum training requirements and qualification standards for personnel conducting flight and ground testing using a control room. This instruction applies to all essential control room personnel (military, government civilian, and contractor). It applies to all AFFTC units and detachments regardless of their operating location.

1.   **REFERENCES.**

1.1. AFFTCI 99-5, *Test Control and Conduct.*

2.   **GENERAL**

2.1. This instruction applies to both flight and ground tests. A control room is defined as any facility, ground or airborne, that provides two-way communications with the aircrew and real time capability to monitor safety of flight and safety of test information. These instructions apply to ground control room operations and to situations where the test conductor and other key personnel are airborne in test or support aircraft.

2.1.1. Essential control room personnel for the purposes of this instruction are, test directors, test conductors, and any other control room personnel that are required to be in the control room during a test mission. This includes personnel that occupy a position in the control room on a routine basis or whose presence is required by an operating instruction, test plan, or safety plan. This instruction does not apply to others that may be present in a control room on an infrequent basis and whose duties do not involve safety of flight.

2.1.2. The Combined Test Force (CTF) director, United States Air Force Test Pilot School (USAFTPS) Commandant, squadron commander, or project manager will use the training curriculum and evaluation criteria in this instruction as a baseline for developing training and qualification programs for control room personnel in their respective test organizations.

2.1.3. Test organizations may accept the training and qualifications of control room personnel from other test organizations temporarily working their organization with the concurrence of the CTF director.

2.1.4. Phase-in of this instruction will be as follows, personnel already approved as control room operators, test conductors, or test directors may be certified by the CTF director based on demonstrated performance; individuals that have already begun a training program must complete the training within 90 days from the implementation of this instruction or must retrain according to the requirements of this instruction; and then individuals requiring initial or refresher crew resource management training have 120 days from the implementation of this instruction to complete the required training.

Report Documentation Page

Report Date	Report Type	Dates Covered (from... to)
10 May 2002	N/A	-

Title and Subtitle	Contract Number
Flight Test Control Room Personnel Training and Evaluation	
	Grant Number
	Program Element Number

Author(s)	Project Number
	Task Number
	Work Unit Number

Performing Organization Name(s) and Address(es)	Performing Organization Report Number
Headquarters Air Force Test Center (AFMC) Edwards AFB, CA 93524-1000	

Sponsoring/Monitoring Agency Name(s) and Address(es)	Sponsor/Monitor's Acronym(s)
	Sponsor/Monitor's Report Number(s)

Distribution/Availability Statement
Approved for public release, distribution unlimited

Supplementary Notes
The original document contains color images.

Abstract

Subject Terms

Report Classification	Classification of this page
unclassified	unclassified

Classification of Abstract	Limitation of Abstract
unclassified	UU

Number of Pages
17

2.2. TRAINING

2.2.1. Test organizations will establish a training program for control room personnel. The minimum curriculum will include instruction in the following, applicable AFFTC and/or unit OI, crew resource management, control terminology, and control room procedures. Each person should also receive aircraft and/or test system specific training applicable to the task the person is required to perform in the control room. Emphasis will be given to applicable flight test techniques, aircraft and/or system operating limits, emergency procedures, and data acquisition system capabilities and operation. Test organizations will maintain a training folder for each person assigned to control room duty and use the attached AFMC Form 67 (Attachments 1 and 2) to record training accomplished. Each test organization may add additional items to the training curriculum as required. Test conductors and test directors will receive the basic training and in addition, training in test card preparation and approval, safety review process, air and/or ground communications, briefing and debriefing, and test range operations. Test organizations will have an advanced training program to train test directors and test conductors in the conduct of elevated risk or highly specialized flight test techniques such as high angle of attack, structural vibration, or weapons deliveries. Test organizations will establish an instructor upgrade program and document training on an AFMC Form 67 (See Attachment 2.). A subset of instructor test conductors and test directors may be appointed as instructor evaluators for the purpose of performing instructor evaluations.

2.2.2. Control room personnel will receive at least two control room training sessions prior to receiving an initial qualification evaluation. Requalifications and instructor upgrades require at least one training session prior to the evaluation. Instructors will use AFMC Form 68 (Attachments 3 and 4) and AFMC Form 69 (for narrative comments) to document proficiency during control room training. An instructor will sign the AFMC Form 68 when training has been satisfactorily completed.

2.2.3. Initial crew resource management (CRM) training is required for all essential control room personnel. The refresher course is required every three years, and a CRM training event is required annually. Each person assigned to control room duty will complete an annual review of the applicable instructions. If an individual goes more than 180 days between control room events they will be considered non-current and will be required to requalify. Any time a person goes more than five years between evaluations an initial training program and qualification evaluation is required. A control room simulation will count as a control room event and can be used as an opportunity for training, evaluations, and CRM training events. Test organizations will document currencies in the individual training folder and will maintain a master list of control room qualifications and currencies.

2.2.4. Contractors may provide control room training to their employees according to their own curriculum. However, contractors must complete a CRM class and will be required to meet the same currency requirements as government personnel working in control rooms. Evaluations of contractor personnel will be conducted according to the requirements of this instruction.

3.   PROCEDURES

3.1. Evaluation Criteria. Examiners will use the evaluation worksheets contained in Attachments 5 and 6 for conducting all evaluations. To ensure standard and objective evaluations, examiners will be thoroughly familiar with the prescribed evaluation criteria.

3.1.1. In the case of control room personnel, any test conductor or test director may act as the examiner. Specialists not assigned to the CTF such as range control or instrumentation personnel may be evaluated by their first level supervisor or a designated instructor in their own organization. For test conductors and test directors, an instructor test director or test conductor, as applicable, will conduct the evaluation. Squadron commanders may perform any evaluation and will designate instructors in writing.

3.1.2. Evaluations will be qualification, instructor upgrade, and spot. Spot evaluations will be conducted on a random basis at unit discretion or for cause. The eligibility window for annual evaluations will be between 11 months and 17 months from the date of the last successful evaluation.

3.1.3. The examiner will brief the examinee on the purpose of the evaluation and how it will be conducted prior to observing examinee performance during a test mission.

3.1.4. The examiner will thoroughly debrief all aspects of the mission. This debrief will include the examinee's overall rating, specific deviations, area grades assigned (if other than qualified), and any required additional training.

3.1.5. Grading Instructions. The examiner will evaluate each area accomplished during the evaluation using the standards provided in this instruction and assign an appropriate grade for the area. A grade of Q (qualified) should be assigned where no significant errors were noted, Q- (marginally qualified) where significant, but not serious, errors were observed, and U (unqualified) where serious errors were observed during the evaluation. Derive the overall evaluation grade from a composite of the area grades. Examiner judgment must be exercised when the wording of areas is subjective and when specific situations are not covered. Examiner judgment will be the determining factor in arriving at the overall grade. If the examinee receives an unqualified grade in any critical area, an overall unqualified grade will be assigned. An examinee that receives an overall unqualified grade must receive training in those areas where deficiencies were noted and must be approved by an instructor prior to receiving another evaluation.

3.2. Control Room Personnel. Every person performing an essential control room duty (mission essential duty specified in a unit OI, test plan, or safety plan) will receive an initial check out and an annual check out from a qualified test conductor or test director. Examiners will use the evaluation worksheets contained in Attachment 5 to conduct the evaluation using the following criteria.

3.2.1. Area A: Preliminary Phase.

3.2.1.1. Area A-1: Training Folder Review (Critical).

Q. All required training and currency events are complete.

U. Required training or currency requirements have not been met.

3.2.2. Area B: General.

3.2.2.1. Area B-1: Safety (Critical).

Q. Aware of and complied with all safety factors required for safe mission accomplishment.

U. Was not aware of or did not comply with all safety factors required for safe mission accomplishment.

3.2.2.2. Area B-2: Judgement (Critical).

Q. Executed the assigned mission in a timely, efficient manner. Performed duties with a sense of understanding and comprehension.

U. Decisions or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety could have been compromised.

3.2.2.3. Area B-3: Control Room Discipline.

Q. Demonstrated strict professional discipline throughout all phases of the mission.

Q-. Only minor deviations in discipline were noted.

U. Failed to exhibit strict control room discipline. Violated or ignored rules or instructions.

3.2.2.4. Area B-4: Use of Test Procedures.

Q. Used approved test procedures and accomplished all items with no deviations or omissions. Completed all post-maneuver items.

Q-. Only minor deviations from procedures were noted.

U. Failed to use approved procedures or deviated from procedures resulting in mission being compromised.

3.2.2.5. Area B-5: Crew Resource Management.

Q. Coordinated effectively with other control room personnel.

Q-. Coordinated satisfactorily with other control room personnel.

U. Failed to coordinate with control room personnel.

3.2.2.6. Area B-6: Communication Procedures.

Q. Intra-control room communications were concise, accurate, and effectively used to direct maneuvers or describe the tactical situation.

Q-. Minor terminology errors or omissions occurred, but did not significantly detract from situational awareness, mutual support, or mission accomplishment. Extraneous comments over primary or secondary communication circuits presented minor distractions.

U. Communications over primary and/or secondary circuits were inadequate or excessive. Inaccurate or confusing terminology significantly detracted from mutual support, situational awareness, or mission accomplishment.

3.2.2.7. Area B-7: Knowledge of System Under Test.

Q. Demonstrated thorough knowledge of aircraft systems, limitations, and performance characteristics necessary to perform individual control room duties.

Q-. Knowledge of applicable aircraft systems, limitations, and performance characteristics sufficient to perform the mission safely. Demonstrated deficiencies either in depth of knowledge or comprehension.

U. Demonstrated unsatisfactory knowledge of aircraft systems, limitations, or performance characteristics.

3.2.3. Area C: Qualification.

3.2.3.1. Area C-1: Execution.

Q. Accomplished control room duties in a timely and skillful manner.

Q-. Errors or omission were made which did not render mission ineffective, but indicated a definite need for additional training.

U. Improper execution of duties negatively impacted mission accomplishment.

3.2.3.2. Area C-2: Security (Critical).

Q. Adequate security of mission information and material was maintained throughout test mission.

U. Inadequate security procedures were carried out which would lead to the compromise of mission information and/or material.

3.2.3.3. Area C-3: Emergency Procedures. Evaluation will be conducted as a simulated event in a control room if practical. If a control room cannot be used, an oral evaluation will be conducted. Evaluate a minimum of two emergencies. Scenarios should be tailored to situations the person might encounter while performing their specific duties in a control room.

Q. Decisions and actions were appropriate and contributed to the safe and timely resolution of the emergency.

Q-. Decisions were essentially correct with some deviations or omissions.

U. Did not provide appropriate corrective action where necessary. Actions hindered the safe resolution of the emergency.

3.3. Test Conductor/Test Director. Each test conductor and test director will receive an initial check out and an annual check out from an approved examiner. Examiners will use the evaluation worksheets contained in Attachment 6 to conduct the evaluation using the following criteria. Complete Sections A, B, and C for qualification of test directors and test conductors. Complete Sections A, B, and D for instructor check out. The squadron commander or CTF director is the approving official for all test conductor and test director evaluations.

3.3.1. Area A: Preliminary Phase.

3.3.1.1. Area A-1: Training Folder Review (Critical).

Q. All required training and currency events are complete.

U. Required training or currency requirements have not been met.

3.3.2. Area B: General.

3.3.2.1. Area B-1: Safety (Critical):

Q. Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment.

U. Was not aware of or did not comply with all safety factors required for safe mission accomplishment.

3.3.2.2. Area B-2: Judgement (Critical):

Q. Executed the assigned mission in a timely, efficient manner. Performed duties with a sense of understanding and comprehension.

U. Decisions or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety could have been compromised.

3.3.2.3. Area B-3: Control Room Discipline.

Q. Demonstrated strict professional discipline throughout all phases of the mission.

Q-. Only minor deviations in discipline were noted.

U. Failed to exhibit strict control room discipline. Violated or ignored rules or instructions.

3.3.2.4. Area B-4: Use of Test Cards/Test Procedures.

Q. Used approved test cards and control room procedures and accomplished all items with no deviations or omissions. Briefed appropriate setup and limitations prior to maneuver. Completed all post-maneuver items.

Q-. Only minor deviations from procedures were noted.

U. Failed to use approved test cards and/or procedures or deviated from procedures resulting in mission being compromised.

3.3.2.5. Area B-5: Crew Resource Management.

Q. Coordinated effectively with other control room personnel. Effectively used all crewmembers. Gave clear, concise crew instructions.

Q-. Coordinated satisfactorily with other control room personnel. Some instructions were not clear and concise.

U. Failed to coordinate with control room personnel. Did not give clear and concise instructions. Failed to utilize resources causing degradation of the mission.

3.3.2.6. Area B-6: Communication Procedures.

Q. Radio and intra-control room communications were concise, accurate, and effectively used to direct maneuvers or describe the tactical situation.

Q-. Minor terminology errors or omissions occurred, but did not significantly detract from situational awareness, mutual support, or mission accomplishment. Extraneous comments over primary or secondary communication circuits presented minor distractions.

U. Communications over primary and/or secondary circuits were inadequate or excessive. Inaccurate or confusing terminology significantly detracted from mutual support, situational awareness, or mission accomplishment.

3.3.2.7. Area B-7: Knowledge of System Under Test.

Q. Demonstrated thorough knowledge of aircraft systems, limitations, and performance characteristics necessary to perform individual control room duties.

Q-. Knowledge of applicable aircraft systems, limitations, and performance characteristics sufficient to perform the mission safely. Demonstrated deficiencies either in depth of knowledge or comprehension.

U. Demonstrated unsatisfactory knowledge of aircraft systems, limitations, or performance characteristics.

3.3.2.8. Area B-8: Briefings. Test conductors will conduct mission briefings in conjunction with the test pilot. Test directors need not conduct briefings, but are to be evaluated on their supervision of pre-test and post-test briefings.

Q. Well organized and presented in a logical sequence. Concluded briefing in time to allow for element and/or crew briefing (if applicable). Presented briefing in a professional manner. Test team members clearly understood mission requirements. Established objectives for the mission. Briefed all test events and appropriate items from safety package. Briefed probable problem areas when appropriate.

Q-. Some events out of sequence, hard to follow, and some redundancy. Dwelled on non-essential mission items. Limited discussion of techniques. Did not identify probable problem areas.

U. Confusing presentation. Redundant throughout briefing. Lost interest of test team members. Presentation created doubts or confusion. Did not establish objectives for the mission. Omitted major test events or safety items.

3.3.3. Area C: Qualification.

3.3.3.1. Area C-1: Execution.

Q. Accomplished control room duties in a timely and skillful manner.

Q-. Errors or omissions were made which did not render the mission ineffective, but did indicate a definite need for additional training.

U. Improper execution of duties negatively impacted mission accomplishment.

3.3.3.2. Area C-2: Security (Critical).

Q. Adequate security of mission information and material was maintained throughout test mission.

U. Inadequate security procedures were carried out which would lead to the compromise of mission information and/or material.

3.3.3.3. Area C-3: Emergency Procedures. Evaluation will be conducted as a simulated event in a control room if practical. If a control room cannot be used, an oral evaluation will be conducted. Evaluate a minimum of two emergencies. Scenarios should be tailored to situations the person might encounter while performing their specific duties in a control room.

Q. Decisions and actions were appropriate and contributed to the safe and timely resolution of the emergency.

Q-. Decisions were essentially correct with some deviations or omissions.

U. Did not provide appropriate corrective action where necessary. Actions hindered the safe resolution of the emergency.

3.3.4. Area D: Instructor.

3.3.4.1. Area D-1: Instructional Ability.

Q. Demonstrated ability to communicate effectively. Provided appropriate corrective guidance when necessary.

Q-. Instruction was essentially correct with some deviations or omissions. Problems in communications or analysis did not degrade effectiveness of instructions.

U. Inability to effectively communicate with the upgradee. Did not provide corrective action where necessary. Did not plan ahead or anticipate upgradee problems.

3.3.4.2. Area D-2: Briefing and/or Debriefing.

Q. Briefings were well organized, accurate, and thorough. Reviewed the upgradee's present level of training and defined mission events to be performed. Excellent ability during critique to reconstruct the test mission, offer mission

analysis, and provide corrective guidance where appropriate. Completed all training documents in accordance with prescribed directives. Training syllabi reflected actual performance of upgradee relative to standard. Pre-briefed the upgradee's requirements for the next mission.

Q–. Minor errors or omissions in briefing, critique, and/or training documents that did not affect upgradee progress.

U. Briefings were marginal or non-existent. Did not review upgradee's training folder or past performance. Failed to adequately critique upgradee or provide complete mission analysis. Training syllabi grade did not reflect actual performance of upgradee. Comments in training folder were incomplete. Strengths and weaknesses were not identified. Overlooked or omitted major discrepancies. Incomplete pre-briefing of upgradee's training requirements and/or objectives for mission.

3.3.4.3. Area D-3: Demonstration and Performance

Q. Effectively demonstrated procedures and techniques. Demonstrated thorough knowledge of aircraft systems, procedures, and all applicable publications and regulations.

Q–. Minor discrepancies in the above criteria that did not affect safety or adversely affect upgradee performance.

U. Did not demonstrate correct procedure or technique. Insufficient knowledge about aircraft systems, procedures, and/or proper source material.

WILBERT D. PEARSON, JR., Major General, USAF
Commander

6 Attachments
1. Control Room Operator Ground Training Form
2. Test Conductor/Test Director Ground Training Form
3. Control Room Training Form (General)
4. Control Room Training Form (Test Director/Test Conductor)
5. Control Room Personnel Evaluation
6. Test Director/Test Conductor Evaluation

Attachment 1. Control Room Operator Ground Training Form

CONTROL ROOM OPERATOR GROUND TRAINING		PAGE OF PAGES	
TRAINEE'S NAME AND GRADE	AIRCRAFT AND CNTRL ROOM POSITION	TYPE TRAINING Initial/Requal	
TRAINING ITEMS		INSTRUCTOR'S NAME	DATE
1. OPERATING INSTRUCTIONS			
a. AFFTCI 99-5, Test Control and Conduct			
b. AFFTCI 91-5, Safety Review Process			
c. AFFTCI 99-1, Test Plans			
d. Unit Test Process			
2. CREW RESOURCE MANAGEMENT			
a. Crew Resource Management (CRM)			
3. CONTROL ROOM PROCEDURES			
a. Room Layout			
b. Communications Console Operations			
c. Control Room Terminology			
d. Key personnel duties			
e. Safety			
f. Security			
g. Use of test cards/test procedures			
h. Control room discipline			
4. TEST AIRCRAFT/TEST SYSTEM			
a. Systems Knowledge			
1) Operating Limits			
2) Emergency Procedures			
3) Data Acquisition System (*if applicable*)			
b. Flight test techniques			
TRAINEE'S SIGNATURE		INSTRUCTOR'S SIGNATURE	
	DATE		

AFMC FORM 67, JUL 92   REPLACES AFSC FORM 45, JUL 81 WHICH IS OBSOLETE

(AFFTC OVERPRINT 67-99-8A)

Attachment 2. Test Conductor/Test Director Ground Training Form

TEST CONDUCTOR/TEST DIRECTOR GROUND TRAINING		PAGE OF PAGES	
TRAINEE'S NAME AND GRADE	AIRCRAFT AND CNTRL ROOM POSITION	TYPE TRAINING Initial/Requal/Instructor/Advanced	
TRAINING ITEMS		INSTRUCTOR'S NAME	DATE
1. OPERATING INSTRUCTIONS			
a. AFFTCI 99-5, Test Control and Conduct			
b. AFFTCI 91-5, Safety Review Process			
c. AFFTCI 99-1, Test Plans			
d. Unit Test Process			
2. CREW RESOURCE MANAGEMENT			
a. Crew Resource Management (CRM)			
3. CONTROL ROOM PROCEDURES			
a. Room Layout			
b. Communications Console Operations			
c. Control Room Terminology			
d. Key personnel duties			
e. Air/ground communications			
d. Range operations			
e. Safety			
f. Security			
g. Use of test cards/test procedures			
h. Control room discipline			
4. TEST AIRCRAFT/TEST SYSTEM			
a. System Knowledge			
1) Operating Limits			
2) Emergency Procedures			
3) Data Acquisition System (*if applicable)*			
b. Flight test techniques			
5. MISSION PLANNING			
a. Primary/Alternate Test Card Preparation/Review			
b. Mission Scheduling			
c. Configuration Control			
d. Flight Restrictions			
e. Safety Package Review			
6. MISSION CONDUCT			
a. Pre-test briefings			
b. Conducting Test Missions			
c. Mission Debriefing			
d. Quick Look Reports			
7. INSTRUCTOR			
a. Instructor Upgrade Training Completed			
8. ADVANCED TRAINING (identify type of training)			
a. Training in specialized flight test technique completed			
TRAINEE'S SIGNATURE		INSTRUCTOR'S SIGNATURE	
	DATE		

AFMC FORM 67, JUL 92   REPLACES AFSC FORM 45, JUL 81 WHICH IS OBSOLETE

(AFFTC OVERPRINT 67-99-8B)

Attachment 3. Control Room Training Form (General)

CONTROL ROOM TRAINING RECORD											PAGE OF PAGES	
1. NAME /RANK		2. AIRCRAFT		3. POSITION		4. TYPE OF TRAINING **Qual/Requal**						
5. TRAINING EVENTS		QUAL	REQUAL		1	2	3	4	5	6	TOTAL	
Pre-Test												
a. Setup		2	1									
b. Pre-brief		2	1									
Mission Events												
a. Use of test cards/procedures		2	1									
b. Communication procedures		2	1									
c. Execution of assigned duties		2	1									
d. Crew resource management		2	1									
e. Emergency procedures		2	1									
Post-Test												
a. Securing data		2	1									
b. Debrief		2	1									

INSTRUCTIONS	6. TRAINING COMPLETION DATE	8. INSTRUCTOR/DATE	
Indicate proficiency level for the event performed according to the following criteria:			
(1) P-Performance - indicated proficiency.	7. INSTRUCTOR REVIEW		
(2) T-Additional - training and practice required.			
(3) D-Discussed/Demonstrated - Proficiency not required (where AFI 11-202 FT Volumes permit discussion/demo).			
	DATE		

AFMC FORM 68, MAR 99   **PREVIOUS EDITION IS OBSOLETE**
(AFFTC OVERPRINT 68-99-8A)

Attachment 4. Control Room Training Form (Test Director/Test Conductor)

CONTROL ROOM TRAINING RECORD					*PAGE*	*OF*	*PAGES*			
1. NAME /RANK	**2. AIRCRAFT**		**3. POSITION** Test Director/ Test Conductor	**4. TYPE OF TRAINING** **Qual/Requal/Instructor**						
5. TRAINING EVENTS	QUAL	REQUAL	INST	1	2	3	4	5	6	TOTAL
MISSION PREPARATION										
a. Mission planning	2	1								
b. Test card preparation	2	1								
c. Test and support asset scheduling	2	1								
d. Mission briefing	2	1								
MISSION CONDUCT										
a. Test point setup	2	1								
b. Execution	2	1								
c. Test point pacing	2	1								
d. Communication protocol	2	1								
e. Data system operation	2	1								
f. Situational Awareness	2	1								
g. Airspace management	2	1								
h. Safety	2	1								
i. Crew resource management	2	1								
j. Emergency Procedures	2	1								
POST-MISSION										
a. Secure test data	2	1								
b. Debrief mission	2	1								
c. Complete post-test reports	2	1								
INSTRUCTOR										
a. Instruction techniques			1							
b. Briefing/debriefing			1							
c. Demonstration and performance			1							

INSTRUCTIONS Indicate proficiency level for the event performed according to the following criteria: (1) P-Performance - indicated proficiency. (2) T-Additional - training and practice required. (3) D-Discussed/Demonstrated - Proficiency not required (where AFI 11-202 FT Volumes permit discussion/demo).	**6. TRAINING COMPLETION DATE**	**8. INSTRUCTOR/DATE**	
	7. INSTRUCTOR REVIEW		

DATE

Attachment 5

EXAMINER'S REMARKS:
A. MISSION DESCRIPTION:
B. DISCREPANCIES:
C. RECOMMENDED ADDITIONAL TRAINING:

CONTROL ROOM PERSONNEL EVALUATION	DATE COMPLETED
(This Form is Subject to the Privacy ACT OF 1974 – Use AFMC Form 51)	

I. EXAMINEE IDENTIFICATION

NAME *(Last, First, Middle Initial)*		GRADE	SSAN
ORGANIZATION AND LOCATION		CONT ROOM POSITION	ELIGIBILITY PERIOD

II. QUALIFICATION

EXAMINATION/CHECK	DATE	GRADE		

QUALIFICATION LEVEL		RESTRICTION		ADDITIONAL TRAINING
QUALIFIED	UNQUALIFIED	YES ☐	NO ☐	DUE DATES

EXPIRATION DATE OF QUALIFICATION	DATE ADDITIONAL TRAINING COMPLETED

RESTRICTIONS:

MDS QUALIFICATION:

III.

	PRINTED NAME AND GRADE	ORGANIZATION
EXAMINER		

EVALUATION REQUIREMENTS

QUAL		
A, B, & C		

SECTION A – PRELIMINARY PHASE				
AREAS	Q	Q-	U	REMARKS
1. TRAINING FOLDER REVIEW *(CRITICAL)*				
SECTION B – GENERAL				
1. SAFETY *(CRITICAL)*				
2. JUDGEMENT *(CRITICAL)*				
3. CONTROL ROOM DISCIPLINE				
4. USE OF TEST CARDS/TEST PROCEDURES				
5. CREW RESOURCE MANAGEMENT				
6. COMMUNICATION PROCEDURES				
7. KNOWLEDGE OF SYSTEM UNDER TEST				
8.				
9.				
10.				
11.				
SECTION C – QUALIFICATION				
1. EXECUTION				
2. SECURITY *(CRITICAL)*				
3. EMERGENCY PROCEDURES				

AREAS	Q	Q-	U	REMARKS

Attachment 6

EXAMINER'S REMARKS:

A. MISSION DESCRIPTION:

B. DISCREPANCIES:

C. RECOMMENDED ADDITIONAL TRAINING:

TEST DIRECTOR/TEST CONCUCTOR EVALUATION	DATE COMPLETED
(This Form is Subject to the Privacy ACT OF 1974 – Use AFMC Form 51)	

I. EXAMINEE IDENTIFICATION

NAME *(Last, First, Middle Initial)*	GRADE	SSAN

ORGANIZATION AND LOCATION	POSITION (circle one) TEST DIRECTOR TEST CONDUCTOR	ELIGIBILITY PERIOD

II. QUALIFICATION

EXAMINATION/CHECK	DATE	GRADE		

QUALIFICATION LEVEL		RESTRICTION		ADDITIONAL TRAINING	
QUALIFIED	UNQUALIFIED	YES ☐	NO ☐	DUE DATES	

EXPIRATION DATE OF QUALIFICATION	DATE ADDITIONAL TRAINING COMPLETED

RESTRICTIONS:

MDS QUALIFICATION:

III.

	PRINTED NAME AND GRADE	ORGANIZATION
EXAMINER		
APPROVING OFFICER		

EVALUATION REQUIREMENTS

QUAL			INSTR
A, B, & C			A, B, & D

AFMC FORM 62, 22 OCT 99 *(EF-V1)* (AFFTC OVERPRINT 62-99-8B)

SECTION A – GROUND PHASE				
AREAS	Q	Q-	U	REMARKS
1. TRAINING FOLDER REVIEW *(CRITICAL)*				

SECTION B – GENERAL				
1. SAFETY *(CRITICAL)*				
2. JUDGEMENT *(CRITICAL)*				
3. CONTROL ROOM DISCIPLINE				
4. USE OF CHECKLISTS				
5. CREW RESOURCE MANAGEMENT				
6. COMMUNICATION PROCEDURES				
7. KNOWLEDGE OF SYSTEM UNDER TEST				
8. BRIEFINGS				

SECTION C – QUALIFICATION				
1. EXECUTION				
2. SECURITY *(CRITICAL)*				
3. EMERGENCY PROCEDURES				

AREAS	Q	Q-	U	REMARKS

SECTION D – INSTRUCTOR				
1. INSTRUCTIONAL ABILITY				
2. BRIEFING/DEBRIEFING				
3. DEMONSTRATION AND PERFORMANCE				